



Hover form fields for instructions.

## Major Revision Submittal DRC Checklist

**\*\*All documents must be submitted by postal mail\*\***

**\*\*A digital copy must be included\*\***

Project name \_\_\_\_\_ Project address \_\_\_\_\_

- DRC application attached, signed, and notarized (only one original application is required)
- Check made payable to the City of Coral Springs or pay online at [etrakit.coralsprings.gov](http://etrakit.coralsprings.gov)
- Full descriptive narrative that details entire scope of work
- Ownership and Encumbrance Report
- Separate plan sheet identifying all aspects of LEED certification that will be implemented for this development  
(Staff will provide a LEED checklist to facilitate this requirement.)
- Submit one (1) digital (PDF) copy or Four (4) 24"x36" hard copies of the items listed below.

Note:

- All sheets are required to be signed and sealed, and, if a hard copy, with each set stapled and folded.
- Site plans shall be dimensioned at 1"=20'. If the site is too large to place a 1"=20' site plan on one sheet, provide a master site plan at 1"=40' and match sheets at a scale of 1"=20'.
- A master site plan is required for all phased developments.
- Please see the Guide to Site Plan Submittal Requirements for detailed information on package contents.

If you are submitting hard copies, also include a CD with PDF copies of all submittal documents.

- |  |  |
|--|--|
| <input type="checkbox"/> Cover sheet with location map | <input type="checkbox"/> Separate landscape plans                    |
| <input type="checkbox"/> ALTA survey                   | <input type="checkbox"/> Existing tree survey                        |
| <input type="checkbox"/> Site plan                     | <input type="checkbox"/> Irrigation plans                            |
| <input type="checkbox"/> Building elevations           | <input type="checkbox"/> Engineering plans                           |
| <input type="checkbox"/> Floor plans                   | <input type="checkbox"/> Signed and sealed drainage calculations (2) |
| <input type="checkbox"/> Security plans                | <input type="checkbox"/> Paint application                           |
| <input type="checkbox"/> Certified lighting plans      |  |

### Fees

Residential \_\_\_\_\_ # of units \_\_\_\_\_ +4.37 per unit \_\_\_\_\_ =Total \_\_\_\_\_

Non-residential \_\_\_\_\_ # of sq ft \_\_\_\_\_ +4.37 per 100 sf \_\_\_\_\_ =Total \_\_\_\_\_

### Staff Only

Date stamp plans and application at submission

DRC case # \_\_\_\_\_ Date \_\_\_\_\_ Signature & date \_\_\_\_\_